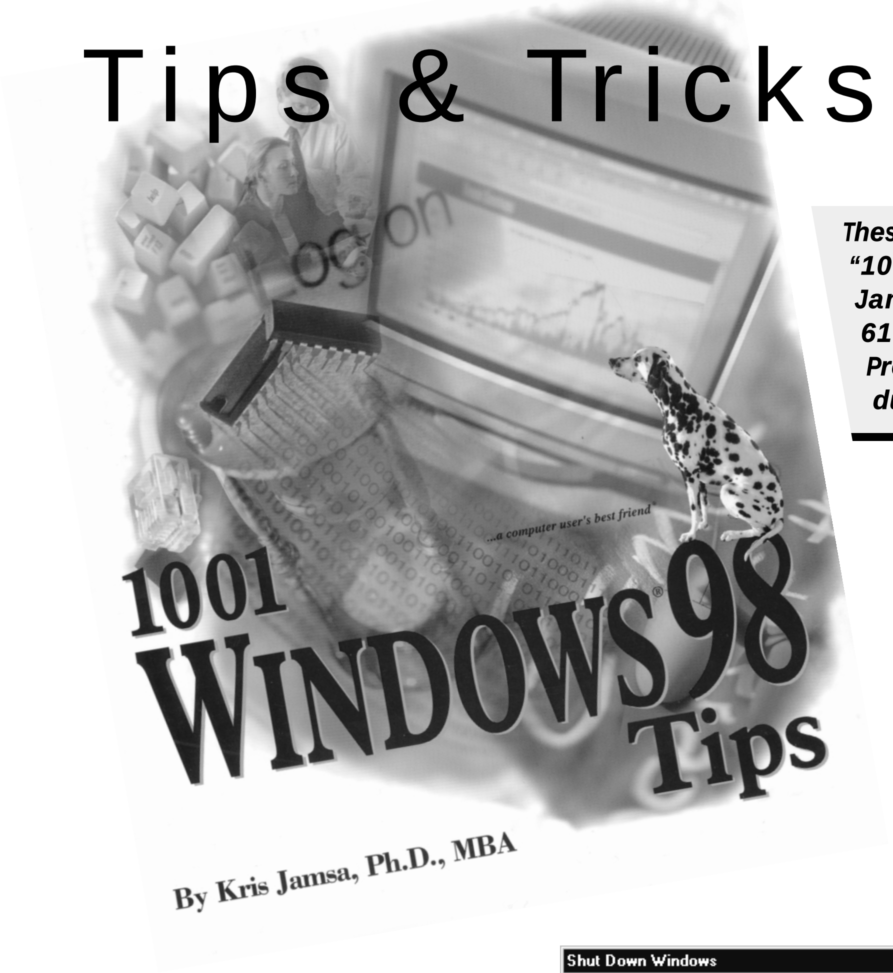
This month we present a first selection of tips, trick, hints and kinks for advanced as well as novice users of the Windows 98 operating system. Take your pick!

By Kris Jamsa, Ph. D., MBA

Windows 98 Tips & Tricks



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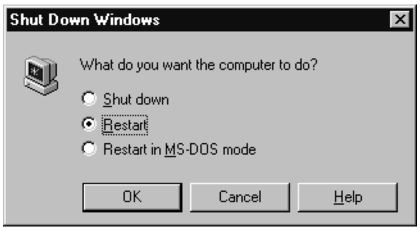
A Faster Way to Restart Windows 98

When you select the Shut Down option, Windows 98 will display the Shut Down Windows dialog box, as shown in **Figure 1**, that you can use to shut down or restart your system.

Usually, when you select the Shut Down menu Restart option, Windows 98 will first reboot your computer and will then restart Windows 98. If, for example, you are restarting your system because you have installed new software, you can speed up the restart process by directing Windows 98 to restart itself without rebooting your PC. To restart only Windows 98 (without rebooting the PC), select the Start menu Shut Down option. Windows 98, in turn, will display its Shut Down Windows dialog box. Within the Shut Down Windows dialog box, click your mouse on the Restart option. Next, hold down the SHIFT key as you click your mouse on the OK button.



What do you want the computer to do?

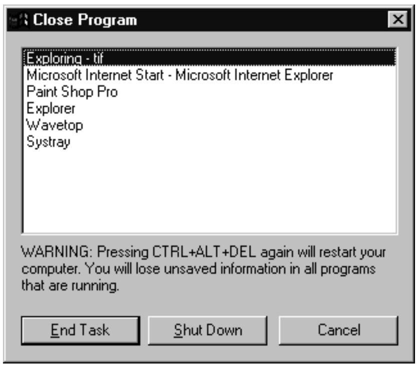
○ Shut down
● Restart
○ Restart in MS-DOS mode

Figure 1. The Shut Down Windows dialog box.

Ending an Application Using a Local Reboot Operation

As you run programs within Windows 98, there will be times when a program simply won't run or when the program stops working (users describe this as "the program hangs" or the "program is hung"). If you think that a program is no longer working, try to end the program using "File, Exit" or "Close".

If you cannot end the program using normal steps, Windows 98 may be able to shut down by performing a "local reboot" of a specific program window. When you direct Windows 98 to perform a local reboot, Windows 98 will shut down only the program you select, and not the entire computer. To perform a local reboot within Windows 98, perform these steps:



Exploring - tif
Microsoft Internet Start - Microsoft Internet Explorer
Paint Shop Pro
Explorer
Wavetop
Systray

WARNING: Pressing CTRL+ALT+DEL again will restart your computer. You will lose unsaved information in all programs that are running.

Figure 2. The Close Program dialog box.

1. Press the CTRL-ALT-DEL keyboard combination by first holding down the CTRL key, and then pressing down

Keyboard Combination	***Description***
WIN+R	Displays the Start menu's Run dialog box
WIN+M	Minimizes all open windows
Shift+WIN+M	Reverses a minimize all open windows operation by restoring all minimized windows to their original state
Ctrl+WIN+V	Increases the speaker volume
Shift+WIN+ V	Decreases the speaker volume
WIN+F1	Starts the Windows 98 online help
WIN+E	Starts Explorer
Ctrl+WIN+F	Finds files and folders
WIN+Tab	Cycles through Taskbar buttons
WIN+Break	Displays the System Properties dialog box

Table 1. The Microsoft keyboard Windows-key shortcuts.

the Alt key, followed by the Del (or Delete) key. Windows 98, in turn, will display the Close Program dialog box, as shown in **Figure 2**. Usually, the name of the program you want Windows 98 to end will appear at the top of the list of program names within the Close Program dialog box.

2. Within the Close Program dialog box, click your mouse on the name of the program you want to end. Windows 98, in turn, will highlight the program name.
3. Within the Close Program dialog box, click your mouse on the End Task button to close the program.

Note: In some cases, Windows 98 may have trouble ending the program on its first try, and you may need to repeat these steps several times to end the program. Use a local reboot as a “last resort” to end a program. In most cases, after you end a program using a local reboot, you will lose any work you had performed within the program, but not yet saved.

Using Shift-Del to Delete a File and Bypass the Recycle Bin

When you delete a file within Windows 98 (unless you delete the file from within an MS-DOS window), Windows 98 moves the file into the Recycle Bin, which provides you with the ability to later undelete the file. As you delete files, there will be times when you are sure you will never need a particular file's contents again, so there is no reason for Windows 98 to move the file to the Recycle Bin. In such cases, you can direct Windows 98 to delete the file from your system (and not use the Recycle Bin) by holding down your keyboard **Shift** key when you delete the file (which you can do either by pressing the Del key or by clicking your mouse on an Explorer Delete button).

Shortcut Keys for the Microsoft Keyboard

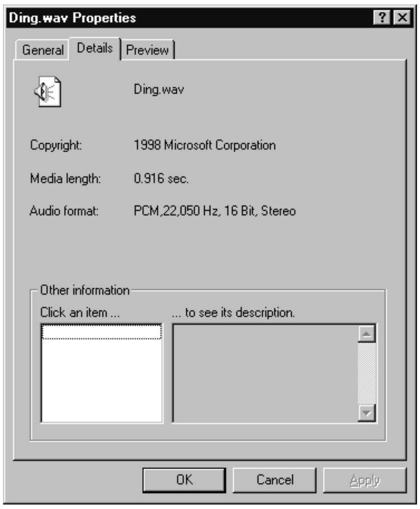
If you are using a Microsoft keyboard or a keyboard that contains a Windows key, you can press that key to activate the Windows 98 Start menu. In addition, you can use the Windows key with the keyboard combinations **Table** 1 lists to perform other common operations.

Using the Explorer to Display Audio File Details

Audio files may differ in quality based on whether they use 8-bit or 16-bit quality, a high or low sampling rate, and whether they are stereo or monotone files. Using the Explorer, you can display specifics about an audio file, as shown in **Figure 3a**.

To display specifics about an audio file, perform these steps:

1. Within the Explorer, right-click your mouse on the audio file you desire. Windows 98, in turn, will display a pop-up menu.
2. Within the pop-up menu, click your mouse on the Properties option. Windows 98 will display the audio file's Properties dialog box General sheet.



Copyright: 1998 Microsoft Corporation
Media length: 0.916 sec.
Audio format: PCM,22,050 Hz, 16 Bit, Stereo

Figure 3a. Using the Explorer to display specifics about an audio file.

3. Within the Properties dialog box, click your mouse on the Details tab. Windows 98, in turn, will display the Details sheet which contains specifics about the audio file.
4. If you want to preview (hear) the current audio file, click your mouse on the Preview tab. Windows 98 will display the Preview sheet, as shown in **Figure 3b**.

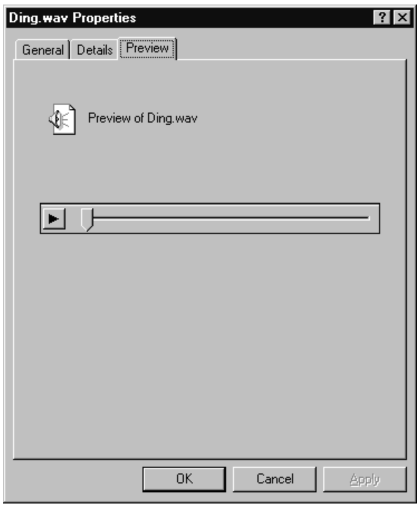
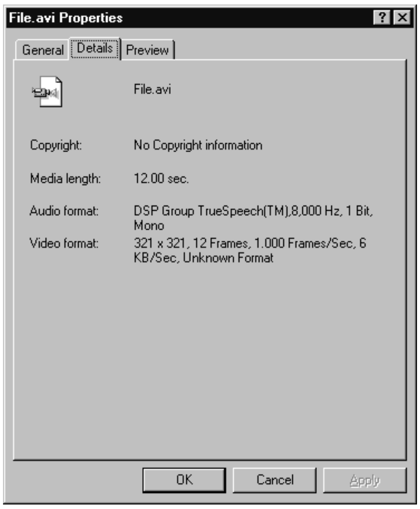


Figure 3b. Previewing an audio file.

Using the Windows Explorer to Display a Video File's Properties

Using the Windows 98 Media Player accessory you can play back video files within a window. Depending on the video's quality, the size of one video's window or the number of frames the video displays per second may differ from a second video. Using the Windows 98 Explorer, however, you can display specifics about a video file by performing these steps:

1. Within the Explorer, right-click your mouse on the video file you desire. Windows 98, in turn, will display a pop-up menu.
2. Within the pop-up menu, click your mouse on the Properties option. Windows 98 will display the audio file's Properties dialog box General sheet.
3. Within the Properties dialog box, click your mouse on the Details tab. Windows 98, in turn, will display the Details sheet which contains specifics about the video file as shown in **Figure 4a**.
4. If you want to preview the video file, click your mouse on the Preview tab. Windows 98 will display the Preview sheet, as shown in



File.avi

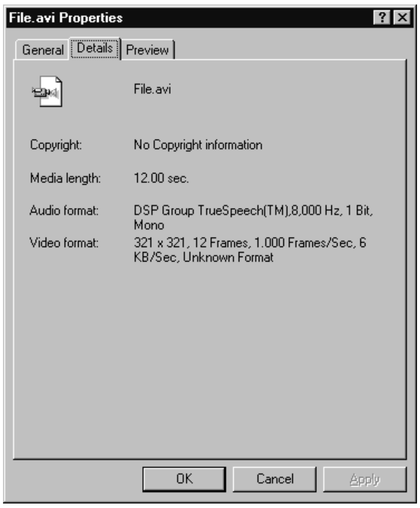
Copyright: No Copyright information

Media length: 12.00 sec.

Audio format: DSP Group TrueSpeech(TM),8,000 Hz, 1 Bit, Mono

Video format: 321 x 321, 12 Frames, 1.000 Frames/Sec, 6 KB/Sec, Unknown Format

Figure 4a. Displaying specifics about a video file.



File.avi

Copyright: No Copyright information

Media length: 12.00 sec.

Audio format: DSP Group TrueSpeech(TM),8,000 Hz, 1 Bit, Mono

Video format: 321 x 321, 12 Frames, 1.000 Frames/Sec, 6 KB/Sec, Unknown Format

Figure 4b. Previewing a video file within the Explorer.

Figure 4b.

5. Within the Preview sheet, click your mouse on the Play button.

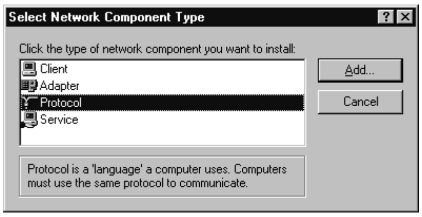
Network Protocols are Simply Rules Programs Must Follow to Communicate Over a Network

Networks let users share files and printers and exchange information using electronic mail. To perform such tasks, computers within the network must communicate with each other. For example, for one PC to copy a file from another PC across the network, the client PC must first tell the server the name of the file it wants to copy. Then, the server must send the file to the client, which requires additional communication. In general, the client will say “Ok, I’m ready, send me some data.” The server, in turn, will say “Ok, here comes 500 bytes.” After the client receives the data, it will tell the server “Ok, got it. Send me some more.” By communicating in this fashion, the two PCs can exchange information across the network.

As you may have guessed, depending on the operation the two PCs are performing across the network, the messages they must exchange may become quite complex. As the programs exchange messages with one another, they follow a specific set of rules, or protocols.

In short, a network protocol might specify how fast the PCs exchange information or which PC goes first or second. When programmers create network software, they must follow the protocols to define their program’s behavior. For example, when you surf the Web, your browser uses the hypertext transport protocol (HTTP) to request information from a Web server. Likewise, to download information from across the Web, you might use the file transport protocol (FTP). In each case, the protocol defines the rules the programs follow to communicate.

Across the Internet, most programs make extensive use of TCP/IP, the Transmission Control Protocol/Internet Protocol. Before you can use programs, such as your browser or chat program on the Internet, you must first install TCP/IP support within Windows 98. To add software support for a specific network protocol, such as TCP/IP, you will select the Protocol option from within the Select Network Component Type dialog box, shown in **Figure 5**, and then you will click your mouse on the Add button.



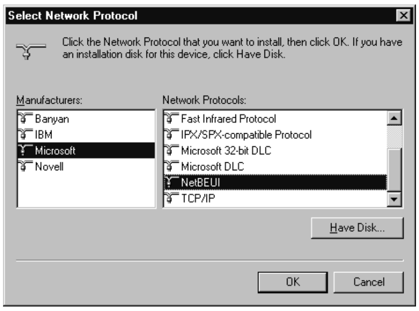
Click the type of network component you want to install:

Protocol is a 'language' a computer uses. Computers must use the same protocol to communicate.

Figure 5. The Select Network Component Type dialog box.

The NetBEUI Protocol Lets Windows 98 Communicate with Windows for Workgroups

Within a PC network, some PCs may be running Windows NT, some Windows 98 or Windows 95, and some older PCs may be running Windows for Workgroups. To let such PCs communicate across a network, network administrators must install a myriad of network software programs. As you configure Windows 98 network settings, you may encounter the term *NetBEUI*, which stands for *Networking BIOS Extended User Interface* protocol. The NetBEUI protocol lets Windows 98 clients and servers communicate with network computers running Microsoft Windows for Workgroups, Windows NT, and Microsoft LAN Manager. For example, **Figure 6** shows the Select Network Protocol dialog box. As you can see, the NetBEUI protocol appears within the list of protocols Microsoft provides.



Click the Network Protocol that you want to install, then click OK. If you have an installation disk for this device, click Have Disk.

Figure 6. The NetBEUI protocol lets Windows 98 communicate with servers running Windows for Workgroups, Windows NT, or the Microsoft LAN Manager.

Understanding NDIS and ODI Network Standards

Just as there are many different PC, modem, and printer manufacturers, there are an equally large number of companies creating network cards and writing network software. Because such cards and software must work within a network which may use other manufacturer’s cards and software, network hardware and software developers must follow a set of industry standards when they create a new device or write new programs. One such standard is the Network Driver Interface Standard, or NDIS, which defines how an operating system, such as Windows 98, will interact with a network device driver (the software that lets the operating system use the network card). Because Windows 98 complies with NDIS, you can use an NDIS-compliant network card within Windows 98. In a similar way, the Open Datalink Interface, or ODI, is a network standard developed by Novell and Apple. As you shop for network cards and software, make sure the card or software is compliant with the latest network standards. You will not select an ODI or NDIS option as you configure Windows 98 network operations. NDIS and ODI are standards your hardware and software developers follow so that Windows 98 can later interact with your network device.

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